

TRAINING OFFICER II

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class encompasses positions, the main duties of which are planning and coordinating training activities for the fire department. The training officer II may personally conduct training or supervise training conducted by subordinate training officers, station captains, or volunteer instructors. With the assistance and direction of the department head and the deputy fire chief, the training officer II determines the format for all department training and schedules such training, as well as planning for and assisting in the work of any subordinate personnel assigned to the training division. This class is under the direct supervision of the Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs training activities for the department; recommends subject matter and format to be covered in department training; schedules training activities for all fire suppression personnel;

Draws up lesson plans and approves all lesson plans drawn up by subordinate training officers; personally teaches courses in fire suppression, pump operation, CPR, fire prevention, fire line supervision, and related fire areas; prepares, administers, and grades training tests;

Supervises subordinate training officers who assist in writing lesson plans, directing training, and keeping records of training by performing duties such as assigning work schedules, approving leave, evaluating performance of subordinates, providing technical assistance, etc.; supervises fire captains who conduct station training;

Attends training conferences and schools to keep informed on modern fire department methods; conducts research of technical data, including local fire reports, etc., for the purpose of integrating such materials into the training program; maintains a library of training materials for all officers and employees of the department;

Performs administrative duties such as preparing or providing for the preparation and maintenance of all records and reports of training division activity, ordering and keeping records of

all supplies used in training, providing personnel evaluations of all employees assigned to the training division, scheduling instructors from outside the fire department to teach courses to fire department employees; reads and adheres to training division budget;

Goes to the fire scene to observe fire fighting and make notes on areas to be covered in training;

Performs other class related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before the application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of promotion, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be a regular and permanent employee in good standing in the class of Training Officer I for a period of at least six (6) months immediately preceding the examination.

Must possess a valid driver's license.

Must have sixteen (16) hours of approved instruction in supervisory management.

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